

# Employee Post-Travel Disclosure of Travel Expenses

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2018 AUG 30 AM 11:56

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): The Heritage Foundation

Travel date(s): August 8, 2018 - August 9, 2018

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$27.89	\$151.20	\$95.85	\$10.00 - Notebooks and pens

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached

8/30/18  
(Date)

Heath Hansen  
(Printed name of traveler)

Heath Hansen  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

8/30/18  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):  
The Heritage Foundation
2. Description of the trip: Overnight, educational conference for staffers participating in the 2018 Feulner and Weyrich Fellowship program run by the Heritage Foundation
3. Dates of travel: August 8, 2018 - August 9, 2018
4. Place of travel: Cambridge, MD
5. Name and title of Senate invitees: see attached
6. I *certify* that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
- OR -  
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
- AND -  
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
- AND -  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☒ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Heritage Foundation is the sole sponsor of the trip and is solely responsible for the execution of it.

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13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Heritage Foundation is a research and education institution whose mission is to formulate and promote conservative public policies. This conference is part of that educational mission.

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14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The Heritage Foundation hosted a similar conference to this one last year. Additionally, Heritage has hosted numerous staff-level conferences and retreats connected to fellowships as well as an annual conference for members of the House.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Heritage Foundation hosts around 400 events on Capitol Hill each year. These include educational fellowships, topical briefings, and working groups.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$30.88	\$144.00	\$108.00	\$10 (materials)
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This event is arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Cambridge, MD is easily accessible from Washington, and it is an appropriate distance from DC to ensure focus on the educational benefits of the trip.

19. Name and location of hotel or other lodging facility:

Hyatt Regency Chesapeake Bay

20. Reason(s) for selecting hotel or other lodging facility:

The Hyatt Regency has adequate facilities and meeting space for this group. It also meets the federal per diem rate for Cambridge, MD.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The daily expenses meet the federal per diem rate for Cambridge, MD.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Attendees will travel in a charter bus.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Name and Title: Bridgett Wagner, Vice President of Policy Promotion

Name of Organization: The Heritage Foundation

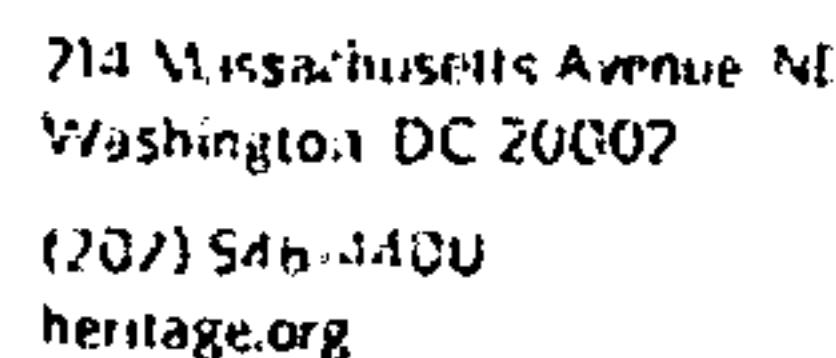
Address: 214 Massachusetts Ave NE, Washington, DC 20002

Telephone Number: 202-546-4400

Fax Number:

E-mail Address: bridgett.wagner@heritage.org





Wednesday, August 8, 2018 – Thursday, August 9, 2018  
Hyatt Regency Chesapeake Bay | Cambridge, MD

**About the List:** The following individuals were extended an invitation to The Heritage Foundation's Feulner and Weyrich 2018 Conference due to their interest in conservative policymaking and their status as Feulner and Weyrich fellows.

Bess	Garrett	Representative Ken Buck	Legislative Director
Burkhalter	Natalie	Senator Rand Paul	Legislative Assistant
Dalrymple	Jeremy	Senate Budget Committee	Professional Staff Member
Ervin	Alaura	Representative Steve Russell	Legislative Assistant
Hailstone	Mitchell	Representative Dave Brat	Communications Director
Hansen	Heath	Senator Mike Lee	Legislative Assistant
Hobart	Hunter	Representative Gary Palmer	Legislative Assistant
Kronzer	Jay	Representative Dave Brat	Legislative Assistant
Oberan	Elizabeth	Senator Mike Lee	Deputy Chief Counsel
Rhyne	Curtis	Representative George Holding	Deputy Chief/ Legislative Director
Vargo	Alex	Representative Ted Budd	Legislative Director
Webb	Jim	Senator Rand Paul	Legislative Assistant
Williamson	Ben	Representative Mark Meadows	Communications Director
Yates	Marshall	Representative Mo Brooks	Legislative Counsel
Yelinski	Chad	Representative Mark Meadows	Legislative Director

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*The*  
**Heritage Foundation**

**The Feulner and Weyrich Fellowship Retreat**

Wednesday, August 8, 2018 – Thursday, August 9, 2018

Hyatt Regency Chesapeake Bay | Cambridge, MD

**WEDNESDAY, AUGUST 8, 2018**

9:00 a.m. *Attendees arrive and board bus* *The Heritage Foundation*  
9:30 a.m. *Bus departs for the Hyatt Regency Chesapeake Bay*  
11:30 a.m. *Bus arrives at the Hyatt Regency Chesapeake Bay*

11:30 – 12:00 p.m. **REGISTRATION**

12:00 – 1:30 p.m. **WORKING LUNCHEON – THE FIRST AMENDMENT, FREE SPEECH AND COLLEGE CAMPUSES: WHAT'S AT STAKE?**

**Arthur Milikh**

*Associate Director, B. Kenneth Simon Center for Principles and Politics  
The Heritage Foundation*

1:30 – 1:45 p.m. **BREAK**

1:45 – 3:15 p.m. **SESSION I – WHAT'S LEFT IN THE 115<sup>TH</sup> CONGRESS?**

*A panel discussion on FY 19 appropriations spending, welfare reform and the farm bill, and healthcare reform.*

**Paul Winfree**

*Director, Thomas A. Roe Institute for Economic Policy Studies  
The Heritage Foundation*

**Marie Fishpaw**

*Director, Domestic Policy Studies, Institute for Family, Community, and Opportunity  
The Heritage Foundation*

3:15 – 3:30 p.m. **BREAK**

3:30 – 4:30 p.m. **SESSION II – MESSAGING AND PUBLIC OPINIONS ON TODAY'S BIGGEST ISSUES**

*A look at polling data in the issue areas discussed in Session I, how to read that data, and what the information means from a legislating standpoint.*

**Genevieve Wood**

*Senior Communications Advisor and Senior Contributor  
The Daily Signal*

**Elizabeth Fender**

*Senior Manager for Marketing, Contributor to the Daily Signal  
The Heritage Foundation*

Scott Rasmussen  
Pollster

4:30 – 5:30 p.m. **BREAK**  
*Attendees check-in to their guest rooms*

5:30 – 6:30 p.m. **GROUP EXERCISE PREP WORK**  
*Each year the Feulner-Weyrich fellows conduct a landmark and relevant full-scale live exercise that replicates real life conditions. In the first year, the fellows simulated the first 100 days of a new President. Last year, the fellows simulated a legislative negotiation. This year, the fellowship class will simulate the confirmation process of a Supreme Court Justice.*

**Background Remarks:**  
**Hans Von Spakovsky**  
*Senior Legal Fellow, Meese Center for Legal and Judicial Studies  
The Heritage Foundation*

6:30 – 7:00 p.m. **BREAK**

7:00 – 8:30 p.m. **DINNER WITH KEYNOTE ADDRESS**

**THURSDAY, AUGUST 9, 2018**

8:30 a.m. *Attendees leave room keys and luggage at the Heritage luggage check*

9:00 – 10:00 a.m. **BREAKFAST SESSION – THE INTERSECTION OF THE LEGISLATIVE BRANCH AND EXECUTIVE BRANCH**  
*As laid out in the Constitution the Legislative Branch has an important role to play in the Executive Branch. This session looks at that role through the lens of the recently announced Executive Order on Re-organization.*

**Paul Teller**  
*Special Assistant to the President  
Office of President Donald Trump*

10:00 – 12:30 p.m. **GROUP EXERCISE: SCOTUS SIMULATION**

12:30 – 12:45 p.m. **CLOSING REMARKS**

**Tommy Binion**  
*Director, Congressional & Executive Branch Relations  
The Heritage Foundation*

12:45 p.m. **Retreat Concludes**

1:00 p.m. *Attendees board the bus with their luggage*

3:00 p.m. *Bus arrives at The Heritage Foundation*

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